GENERAL INSTRUCTIONS FOR IAAP GRANT APPLICATIONS

FUNDS ALLOCATED IN RESPONSE TO THIS APPLICATION WILL BE AVAILABLE AFTER JULY 1, 2009.

The IAAP is administered according to the Idaho Administrative Code IDAPA 39.04.04 (see Instructions page 2 and 3). This rule requires that an airport owner have a State approved airport plan (section 200.01) in place in order to participate in the IAAP. Observance of this requirement is mandatory. This rule further recommends that an airport owner have protective zoning (section 200.04) in place. If you do not have a plan or protective zoning in place, or if they need to be updated, the IAAP can provide funding for those items.

A list of the grant matching rates, based on the 2000 US Census for state and local contributions, is shown for your airport on page 4 of these Instructions. These rates will assist you in calculating the division of grant funds for a project. Also please refer to page 5 of the Instructions for a list of IAAP Project Eligibility and Priority.

The airport owner may use force account (in-kind) work as part, or all, of their required match for IAAP funded projects. The value of the force account (in-kind) work shall not exceed the amount of the Sponsor/Owner's designated match for this project. The type, amount, and value of the in-kind work must be estimated and approved by the State before the start of work. The owner may use their own internal rates, or the rates listed in the Idaho Transportation Department Standard Specifications for Highway Construction. The airport owner must also show that the use of force account (in-kind) work is in the public interest and must demonstrate that it can accomplish the work with equal to or better quality, and for equal to or less than the cost of having it commercially done. Page 6 of these Instructions provides detailed guidance for calculating the force account (in-kind) work.

THE APPLICATION IS FOR LISTING THE PLANNING, CONSTRUCTION, AND MAINTENANCE WORK ITEMS THAT YOU REQUEST FUNDING FOR IN STATE FISCAL YEAR 2010 (SFY-10) AND PROPOSED AIRPORT PROJECTS IN SFY-11 THROUGH SFY-14.

<u>Please Note:</u> Projects previously applied for are not being carried forward to the next funding cycle. If you have made application for IAAP funds in the past and did not receive funding, you NEED to complete a new application form and reapply for those projects that are still valid. Please be sure to keep a copy of your grant application to assist you with future applications.

Application Deadline. 5:00 pm Friday, February 27, 2009

You must return the completed application (pages 1 through 4) to the Division of Aeronautics office to be considered for an IAAP grant during SFY-10.

DETAILED INSTRUCTIONS FOR THE GRANT APPLICATION

Application Page 1 – Airport Owner Information.

Please provide the requested information to the best of your knowledge and sign the application.

Application Page 2 - Airport Development Project Request.

Use page 2 to list all work items that you are requesting funds for in SFY-10. EACH work item must contain a brief description, the estimated cost(s), and the start and completion date. All work must be performed according to Idaho Transportation Department Standards. Please list work items by their order of importance.

Application Page 3 – Proposed Airport Developments

Use page 3 to list all work items that you propose during the next five years. EACH work item must contain a brief description, the estimated cost(s), and the start and completion date. All work must be performed according to Idaho Transportation Department Standards. Please list work items by their order of importance.

Application Page 4 & 5 - Force Account (In-Kind) Estimation Form

Refer to the detailed instructions on page 6. Please note that a two page Force Account form must be completed for <u>EACH</u> work item listed on page 2 of the application, projects requested for funding in SFY-10.

RULES GOVERNING IDAHO AIRPORT AID PROGRAM - IDAPA 39.04.04 (PAGE 1 OF 2)

INSTRUCTIONS

000. LEGAL AUTHORITY.

The Idaho Transportation Board adopts this rule under the authority of Sections 21-105 and 21-111, Idaho Code. (1-1-90)

001. TITLE AND SCOPE.

This rule is for the discretionary allocation of the Idaho Airport Aid Program by the Idaho Transportation Board. Allocations must meet high priority needs and achieve maximum benefit and use of available funds. All aid projects may be approved by the Board subject to restrictions the Board may impose. (1-1-90)

002. -- 099. (RESERVED).

100. ALLOCATION PRIORITIES.

The discretionary allocation programs will be based on six (6) important principles. These principles are: (1-1-90)

- **01. Preservation and Acquisition.** Priority will be given to the preservation and acquisition of existing aircraft landing facilities in danger of being lost. (1-1-90)
- **02. Aircraft Landing Projects.** Priority will be given to projects at existing aircraft landing facilities where need is demonstrated. Projects must provide benefits associated with aircraft landing facility utilization on a statewide basis. (1-1-90)
- **03. Aircraft Landing Development.** Priority will be given to the development of new, additional aircraft landing facilities in areas of greatest need: (1-1-90)
 - a. Large geographical areas with no "air accessibility". (1-1-90)
 - b. Additional new sites in urban areas where landing sites are rapidly becoming non-existent. (1-1-90)
 - c. Recreational area development where land availability is becoming difficult to obtain. (1-1-90)
- **04.** Aircraft Operations Safety. Priority will be given to projects involving safety of aircraft operations. (1-1-90)
- 05. Federal Funds. Priority will be given to assuring maximum use and benefit of available federal funds. (1-1-90)
- **06.** Priority Will Be Given To Projects Which Protect Prior Public Investments. (1-1-90)

101. -- 199. (RESERVED).

200. ALLOCATION CRITERIA, ELIGIBILITY, AND LIMITATIONS.

The allocation program is designed to provide the greatest and best utilization of limited Idaho Aid to Airport Funds. The primary goal of the allocation program is to further the proper development of statewide system of airports and fair distribution of aviation tax money. This policy requires: (1-2-93)

- **01. Master Plan.** Each city, county, airport authority, political subdivision, or public corporation must have a master plan or an airport or heliport layout plan to be eligible for participation in the allocation program. The plan must be approved by the Division of Aeronautics. (1-2-93)
- **02. Percentages of Cost.** Matching percentages must be determined not to exceed the following guidelines, subject to the approval of the Idaho Transportation Board:
 - a. Up to one hundred percent (100%) of the cost for a minimum standard airport to serve towns of less than one thousand (1,000) population which do not have an airport. The community or county shall provide the land required. Acceptable assurance of continuing operation and maintenance over a twenty (20) year period under the guidance of a Citizen's Advisory Council shall be provided. (1-1-90)
 - b. For towns of less than five thousand (5,000) but more than one thousand (1,000) population, a State financial participation grant of seventy-five percent (75%) of project cost may be approved. (1-1-90)
 - c. All other projects, whether new or reconstruction of existing facilities, may be considered up to fifty percent (50%) state aid for the project. Participation for any project shall be considered at a maximum of half the sponsor's share if using Federal aid. If no Federal participation, each such project shall be considered on its merit. The amount of State financial aid will be negotiated in each case. (1-1-90)

RULES GOVERNING IDAHO AIRPORT AID PROGRAM - IDAPA 39.04.04 (PAGE 2 OF 2)

- **03.** Face Value Contributions. Labor and equipment contributions may be approved at face value in force-account financial evaluation as matching funds. However, allowance will not be made for: (1-1-90)
 - a. Land values previously acquired. (1-1-90)
 - b. Buildings or improvements. (1-1-90)
 - c. Previous State or FAA grants. (1-1-90)
- **04. Public Funds Protection.** In order to protect the investment of public funds, the Idaho Transportation Board may require proof of ownership of all land upon which any project is proposed, and that the airport be zoned to prevent the creation or establishment of structures or objects of natural growth which would constitute hazards or obstructions to aircraft operating to, from, or in the vicinity of the subject airport. (1-2-93)
- **05. Application For Aid.** Each project received for consideration will be presented in a written application for aid which outlines economic capability and source of funds. Eligibility and priority will be determined by an annual revision of a State allocation program for airport improvement. Projects deemed by the Board to require special legislative appropriations will be submitted for legislative support and consideration. (1-1-90)
- **06. Projects Other Than Allocation Plan.** All projects considered other than the annual allocation plan will be individually considered and acted upon at a regular meeting of the Board. All projects will be resolved by eligibility and priorities established by each year's review of the total State need. The availability of funds, or legislative appropriations, shall always be the final determination of grant approvals. Consideration of all factors, including relative needs and priorities involved in an airport construction project will be considered. Attention will be given to effort made at the sponsor's level to assure availability of continuing financing and management to keep the airport in good repair. (1-1-90)
- **07. Granted Allocation Items.** Allocations may be granted for the following items: (1-1-90)
 - a. Development of required planning documents. (1-1-90)
 - b. Land acquisition for development and improvement of aircraft landing facilities. (1-1-90)
 - c. Grading and drainage necessary for construction or reconstruction of runways or taxiways. (1-1-90)
 - d. Construction or reconstruction of runways or taxiways. (1-1-90)
 - e. Acquisition of "runway clear zones" as defined in current regulations of the Federal Aviation Administration. (1-1-90)
 - f. Acquisition of easements through or other interests in airspace as may be reasonably required for safeguarding aircraft operations in the vicinity of an aircraft landing facility. (1-1-90)
 - g. Removal of natural obstructions from runway clear zones. (1-1-90)
 - h. Original installation of "segmented circle airport marker systems" as defined in current regulations of the Federal Aviation Administration. (1-1-90)
 - i. Original installation of runway, taxiway, boundary, or obstruction lights, together with directly related electrical equipment. (1-1-90)
 - j. Original erection of appropriate security fencing around the perimeter of an aircraft landing facility. (1-1-90)
 - k. Grading and drainage necessary to provide for parking of transient general aviation aircraft. (1-1-90)
 - 1. Air navigation facilities. (1-1-90)
 - m. Such other capital improvements as may be designated by the Board. (1-1-90)
 - n. Allocation may be made only on publicly owned/public use facilities. Allocations will not be made on airport or heliport facilities under exclusive lease or monopoly control of private individuals or corporations. (1-1-90)
- **08.** Eligibility. Only public entities are eligible to participate in the Idaho Airport Aid Program. Any county, as described in Title 31, Chapter 1, Idaho Code, legal subdivisions thereof; cities, villages, or agencies designated in Sections 21-105 and 21-142 (10), Idaho Code, shall be deemed eligible public entities for the purpose of participation in the Idaho Airport Aid Program. (1-2-93)

201. -- 999. (RESERVED).

STATE AND LOCAL MATCHING RATES BASED ON THE 2000 US CENSUS REFER TO IDAPA 39.04.04 SECTION 200-02 FOR THE MATCHING PERCENTAGE GUIDELINES.

GENERAL AVIATION (NON-NPIAS) AIRPORTS			
Location	Population	State %	Local %
American Falls	4,111	75%	25%
Bancroft Municipal	382	90%	10%
Carey	513	90%	10%
Cottonwood Municipal	944	90%	10%
Donnelly	138	90%	10%
Downey (Hyde Memorial)	613	90%	10%
Dubois Municipal	647	90%	10%
Elk City	< 1000	90%	10%
Emmett	5,490	50%	50%
Fairfield (Camas County)	395	90%	10%
Glenns Ferry Municipal	1,611	75%	25%
Hazelton Municipal	687	90%	10%
Howe	< 1000	90%	10%
Kooskia Municipal	675	90%	10%
Leadore	90	90%	10%
Mackey	566	90%	10%
Malad City	2,158	75%	25%
Midvale (Lee Williams Memorial)	176	90%	10%
Mud Lake (West Jefferson County)	270	90%	10%
Murphy	< 1000	90%	10%
Nez Perce Municipal	523	90%	10%
Oakley Municipal	668	90%	10%
Parma	1,771	75%	25%
Payette Municipal	7,054	50%	50%
Rigby-Jefferson County	2,998	75%	25%
Rockford Municipal	< 1000	90%	10%
Soda Springs (Allen H. Tigert)	3,381	75%	25%
St. Anthony (Stanford Field)	3,342	75%	25%

IAAP PROJECT ELIGIBILITY AND PRIORITY

PROJECT PRIORITY

- 1. Preservation and acquisition of existing landing facilities in danger of being lost.
- 2. Projects at existing airports that demonstrate need and provide statewide benefits.
- 3. Development of new/additional landing facilities in areas of greatest need, such as:
 - a. Large areas where there is no air accessibility,
 - b. New landing facilities in urban areas that are losing airports,
 - c. Recreational areas where land is becoming difficult to obtain.
- 4. Projects improving aircraft operational safety.
- 5. Projects to maximizing use of federal funds.
- 6. Projects to protect prior public investment.

ELIGIBLE PROJECTS

- Planning documents
- Land acquisition including airfield, development, and approaches
- Avigation easements
- Grading and drainage for: runway, taxiway, ramps
- Construction of: runway, taxiway
- Reconstruction of: runway, taxiway
- Access roads and parking
- Obstruction removal for "Clear Zones"
- Original construction of a segmented circle
- Original construction of perimeter fencing
- Original construction airfield lighting and electrical system
- Public use helipads
- Navigational and visual aids
- Lighting and other supplies to airports
- Other items as approved by Board

INELIGIBLE ITEMS FOR USE AS FORCE ACCOUNT CONTRIBUTION

- Previous land acquisition
- Previous building construction or improvements
- Previous state grants
- Previous federal grants

INELIGIBLE ITEMS

- Facilities under exclusive lease or private/corporate control
- ARFF equipment
- Purchase or construction of income producing property
- Decorative landscaping, art, and sculpture

FORCE ACCOUNT ESTIMATION GUIDE

The purpose of this form is to estimate the force account (in-kind) work to be provided by the airport owner for a specific project. In order to qualify, the estimated value of the specified work must be pre-determined, it must be in the public interest for the owner to provide the work, and the person(s) performing or verifying the work must be qualified to do so. The airport owner must demonstrate that the work can be accomplished with equal to or better quality, and for equal to or less than the cost than having it commercially done. Please remember that labor, materials, and/or equipment qualifies as force account (in-kind) contributions. Please note that a two page Force Account form must be completed for each work item listed on page 2.

The amount of force account (in-kind) work must not exceed the amount of the local match.

Please print legibly. If extra sheets are needed, please identify them as 1 of 2, 2 of 2, etc...

INSTRUCTIONS

Item	Description		
Airport	Enter the Name and location of your airport.		
Owner	Enter the full name, address, and contact information of the Airport Owner		
Project No.	To be filled in by Aeronautics.		
W/A No.	To be filled in by Aeronautics.		
Project Description	Enter a brief description of the project to be implemented at the Airport.		
1. Work to be Performed by	List the local person(s) that will be "in-charge" of implementing the force account work listed on this form, and provide a brief description of their qualifications to perform the tasks listed on this form.		
2. Labor	Describe all labor categories and list the estimated hours, rates, and dollar amounts to be provided.		
2a. Labor Sub-Total	List the total Labor dollar amount here.		
3. Equipment	List all types of the equipment to be provided, and list the estimated hours, rates, and dollar amounts to be provided.		
3a. Equipment Sub-Total	List the total Equipment dollar amount here.		
4. Materials and Supplies	List the estimated materials to be provided, and list their quantities, unit costs, and total dollar amounts.		
4a. Materials and Supplies Sub-Total	List the total dollar amount for all materials and supplies here.		
5. Grand Total	Add the sub-total amounts in 2a, 3a, and 4a, and enter the result here.		
6. Describe the process	Describe the methodology used to determine the value of the items listed in 2, 3, and 4.		
7. List your reasons	Describe why it is in the public interest for this work to be performed by the owner. Indicate why you believe that the work can be accomplished with equal to or better quality, and for equal to or less than the cost than having it commercially done.		
Requested By	List the requested information, sign, and date the form.		
Approved By	To be approved by the Division of Aeronautics.		